

## CLINTON COUNTY JOB DESCRIPTION

### ADMINISTRATIVE CLERK - FRIEND OF THE COURT

All candidates must submit a Clinton County Application for Employment accompanied by a resume, cover letter and references.

*Only qualified candidates who are selected for an interview will be contacted.*

**TITLE:** ADMINISTRATIVE CLERK – FRIEND OF THE COURT

**EMPLOYEE GROUP:** NON-UNION – PART-TIME 24 HOURS PER WEEK

**SALARY RANGE:** Hire Rate \$15.96 per hour

**ADDITIONAL INFO:** <https://www.clinton-county.org/178/Human-Resources>

**APPLICATION DEADLINE:** Open until filled

**Supervised By:** Friend of the Court and Deputy Friend of the Court

**Supervises:** No supervisory responsibility

#### **Position Summary:**

Under the supervision of the Friend of the Court and Deputy Friend of the Court, performs a variety of secretarial and support functions for the Enforcement Staff and Support Specialist. Prepares show cause information for hearings, and responds to a variety of procedural inquiries. Types and mails correspondence from the Sheriff's Department regarding bench warrants. Assists all Friend of the Court staff with clerical duties when time permits.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as secretary for the enforcement staff, performing a variety of clerical and support functions. Answers calls and directs to appropriate destination.
2. Files all files, cards, legal documents and correspondence for enforcement staff and support specialist.
3. Prepares show cause information for hearings.
4. Processes mailings to clients and employers, sending proper forms and correspondence. Processes and sorts letters to be sent to other agencies.

5. Gathers information and types forms to send cases out-of-state and assists when information is requested from other states on existing cases.
6. Receives notification that an employee has terminated employment, and updates current file. Researches for new or valid address when mail is returned.
7. Types and mails correspondence from the Sheriff department regarding bench warrants.
8. Initiates SMILE program show cause and bench warrants. Maintains clerical aspects of the SMILE program.
9. Provides secretarial and administrative support to the Friend of the Court and other staff, includes typing correspondence and reports and maintaining office and project files.
10. Serves as backup for routine maintenance on copy machine, microfilm equipment and other office equipment. Maintains shared public e-mail account.
11. Processes, sorts and scans mail and processes incoming faxes. Maintains lobby area, replenishing forms as needed.
12. Performs other duties as directed.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent and two years of progressively more responsible experience in providing clerical and administrative support.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of general office procedures, and ability to learn local, state, and federal laws, rules, and regulations governing the operations of the Friend of the Court Office.
- Ability to learn the State of Michigan Friend of the Court system, and court procedures and practices.
- Knowledge and skill in maintaining accurate electronic records and providing customer service.
- Skill in assembling and maintaining file information and correspondence.

- Ability to communicate ideas and concepts orally and in writing.
- Demonstrated ability to maintain professional integrity and effectively meet and deal with the public.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, children and families and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite, and database entry.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.